

The regular meeting of the Municipal Civil Service Commission convened on Monday, April 28, 2003, at 9:00 a.m. with Priscilla Tyson, Grady Pettigrew and Mary Jo Hudson present.

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RE: *Hearing on the merits of the appeal of Billie G. Lee, from the action of the Department of Public Safety, Division of Fire, suspending him for 48 hours from the position of Fire Battalion Chief – Case No. 02-CA-0003.*

Commission President Tyson opened the hearing and asked the parties to identify themselves. Michael C. Matuska, Assistant City Attorney, appeared for the City and Steve Brown and Chadd McKittrick appeared for the appellant, Billie G. Lee. President Tyson asked that preliminary matters be entered into the record.

Mr. Brown advised that Battalion Chief Lee is pursuing a medical disability retirement and therefore, requested that today's hearing be continued.

President Tyson asked Mr. Matuska for his position on this request. Mr. Matuska advised the City was prepared to proceed but had no objection to a continuance because the City had received two continuances previously in this matter.

Mr. Brown further noted that he was advised by Executive Director Barbara McGrath to appear today to confirm that Battalion Chief Lee is pursuing a disability retirement and if it were granted, he would withdraw all Civil Service Commission appeals. Mr. Brown advised he is not prepared to go forward with today's hearing.

President Tyson confirmed for the record that if the disability retirement were granted, Battalion Chief Lee would withdraw all his appeals. Mr. Brown agreed.

Based on the foregoing, President Tyson approved the continuance of today's hearing. Commissioner Pettigrew advised Mr. Brown that if the disability retirement is not granted, that before this matter would ever be scheduled for another hearing we would first have a show cause hearing as to why the disability retirement application was unsuccessful.

Mr. Brown acknowledged Commissioner Pettigrew's stipulations and assured him that because the City has indicated they would not oppose the disability retirement, they are confident it would be granted. Mr. Matuska agreed that the City is not opposing the disability retirement application.

The Commission adjourned the disciplinary hearing portion of today's meeting at 9:15 a.m.

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*The Commission convened its regular meeting at 9:30 a.m.*

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RE: *Review and approval of minutes from the March 31, 2003, regular meeting.*

The minutes were approved as written.

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RE: *Review of the results of the pre-hearing conference for the following appeal:*  
a) *Vivian Franklin vs. Columbus Public Schools, Appeal No. 02-BA-0022. Bus Driver – Discharge – hearing scheduled for June 16, 2003.*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to revise Rule VI(A)(2).*

PRESENT: Denise Nappier, Personnel Administrative Officer

Denise Nappier presented the request from Civil Service Commission staff to revise Rule VI(A)(2). Currently the Rule states that we will mail job announcements to all departments and divisions for every vacancy that occurs in the City. Since the Commission now has online services available at our website, it was requested that the Rule be revised by deleting the language referring to mailing copies of announcements. The Commissioners suggested that language be added to indicate that not only are copies of job announcements available at the Commission office but that copies of job announcements are also available in an electronic form at the Civil Service Commission's website.

A motion to approve the request with amended language was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise Rule VIII(C)(3).*

PRESENT: Brenda Sobieck, Personnel Administrative Officer

Brenda Sobieck presented the request from the Civil Service Commission staff to revise Rule VIII(C)(3). Currently the Rule requires employees who receive a probationary termination to request reinstatement to an eligible list within thirty (30) days from the effective date of the termination but employees who resign or are otherwise separated without fault, are permitted to request reinstatement within one year of the date of separation.

It was requested that the Rule is revised to make the time frame for probationary terminations consistent with the time frame for resignations. This would not change the requirement that employees requesting reinstatement after a probationary termination must appear before the Commissioners who determine if the employee is suitable for re-appointment to the classification. In addition, this proposed revision would not change the fact that the departments are not required to re-hire individuals reinstated to the eligible list.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of appellant Antonio Dawson to withdraw the appeal he filed with the Civil Service Commission on October 16, 2002, regarding his discharge from the position of Custodian II with the Columbus Public Schools – Appeal No. 02-BA-0018.*

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Review of the Findings and Recommendation of the Trial Board hearing held on April 1 and April 10, 2003:*

*Harry Jackson vs. Columbus Public Schools - Appeal No. 02-BA-0017.*

The Commissioners adopted the recommendation of the Trial Board to uphold the appointing authority's decision to discharge Mr. Jackson.

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RE: *Columbus Public Schools Classification Actions*

No Columbus Public Schools classification actions were submitted this month.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Physician Extender with no revisions (Class Code 1677).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to approve the specification review for Physician Extender with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in September of 1999. There is currently one incumbent in this classification.

Based upon a hiring moratorium previously imposed on this classification, no proposed revisions are requested at this time. It was therefore requested that the review of this classification be approved with no revisions.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to approve the specification review for the classification Legal Secretary II with no revisions (Class Code 0519).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to approve the specification review for Legal Secretary II with no revisions. In accordance with Civil Service Commission policy, any classification that has not been reviewed during the past five years shall be reviewed and revised if needed. This classification was last reviewed in November of 1998. There are currently four incumbents in this classification.

Based upon a hiring moratorium previously imposed on this classification, no proposed revisions are requested at this time. It was therefore requested that the review of this classification be approved with no revisions.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to create the specification for the classification Deputy Chief of Staff (U) and to designate the class to be part of the unclassified service.*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented this request to create a Deputy Chief of Staff classification in response to reorganization within the Mayor's Office. The proposed classification would have two positions allocated to it that would assist the current Executive Assistant to the Mayor (working title Chief of Staff). Each position would be responsible for the operations of multiple, assigned City departments. It was further proposed that the classification be included as part of the unclassified service in accordance with City charter 148(1)(b).

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Senior Executive Assistant (U) [Class Code 0063].*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for the classification Senior Executive Assistant (U) to add one duty statement. This classification was last revised in November 1999 and there are currently four employees serving in the classification; all of which are located in the Mayor's Office.

It was requested that the statement "may manage a division within the Mayor's Office, such as Education Office" be added to the examples of work section of this specification. With this proposed duty statement added, this section better describes and encompasses the various types of responsibility assigned to all incumbents of this classification.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Executive Assistant to the Mayor (U) [Class Code 0110].*

PRESENT: Tammy Rollins, Personnel Administrative Officer

Tammy Rollins presented the Commission's request to revise the specification for the classification Executive Assistant to the Mayor (U) to add one duty statement. This classification was last revised in March of 1999 and there is currently one employee serving in the classification; which is located in the Mayor's Office.

It was requested that the statement "serves as the Mayor's chief of Staff" be added to the examples of work section of this specification. This proposed duty statement is consistent with the responsibility and performance expectation of the incumbent of this position.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise and retitle the specification for the classification Parks Planning and Maintenance Coordinator to read Parks Planning Coordinator and amend Rule XI accordingly (Class Code 1204).*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to create the specification for the classification Parks Management Coordinator, assign a 365 day probationary period, designate the examination type as noncompetitive and amend Rule XI accordingly.*

*Request of the Civil Service Commission to reallocate position number 51-01-06696 from Parks Planning and Maintenance Coordinator to the proposed Parks Planning Coordinator classification and allow the affected incumbent to retain his classification seniority and status.*

This item was deferred.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Chief Zoning Official (Class Code 0119).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Chief Zoning Official as part of the Commission's effort to review all classifications every five years. This classification was created in 1999 and has not been reviewed since that time. There is currently one incumbent assigned to the Department of Development, Building Services Division.

No revisions to the definition were requested. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Chief Zoning Official. No revisions to the minimum qualifications were requested. Changes to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Building Plan Examiner I (Class Code 1115).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Building Plan Examiner I as part of the Commission's effort to review all classifications every five years. This classification was last reviewed in 1998. There are currently four incumbents assigned to the Department of Development, Division of Building Services.

No revisions to the definition were requested. Revisions to the examples of work were recommended to remove reference to other specific classifications. No revisions to the minimum qualifications were requested. Changes to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Building Plan Examiner II (Class Code 1116).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Building Plan Examiner II as part of the Commission's effort to review all classifications every five years. This classification was last reviewed in 1998. There are currently thirteen incumbents assigned to the Department of Development, Division of Building Services.

No revisions to the definition were requested. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Building Plan Examiner II. No revisions to the minimum qualifications were requested. Changes to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or the examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Refrigeration and HVAC Inspector I (Class Code 1815).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Refrigeration and HVAC Inspector I as part of the Commission's effort to review all classifications every five years. This classification was last reviewed in October of 1998. There are currently twelve incumbents assigned to the Department of Development, Division of Building Services.

No revisions to the definition were requested. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Refrigeration and HVAC Inspector I and to eliminate redundancies. The minimum qualifications were revised to require possession of a valid State of Ohio Mechanical Inspector Certificate or a valid State of Ohio Building Inspector Certificate. Revisions to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Refrigeration and HVAC Inspector II (Class Code 1816).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Refrigeration and HVAC Inspector II as part of the Commission's effort to review all classifications every five years. This classification was last reviewed in October of 1999. There are currently two incumbents assigned to the Department of Development, Division of Building Services.

The definition was revised to more accurately reflect the responsibilities of the incumbents. Revisions to the examples of work were recommended to more accurately reflect the specific duties of the Refrigeration and HVAC Inspector II. The minimum qualifications were revised to require possession of a valid State of Ohio Mechanical Inspector Certificate or a valid State of Ohio Building Inspector Certificate. It was also requested that three instead of two years experience conducting inspections be added to the minimum qualifications. Revisions to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Electrical Inspector I (Class Code 1782).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Electrical Inspector I as part of the Commission's effort to review all classifications every five years. This classification was last reviewed in October of 1999. There are currently thirteen incumbents assigned to the Department of Development, Division of Building Services.

No revisions to the definition were recommended. One example of work was added to indicate that an incumbent would operate City vehicles to travel to and from inspection sites. The minimum qualifications were revised to require possession of a valid State of Ohio Electrical Safety Inspector Certificate. Revisions to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Electrical Inspector II (Class Code 1783).*

PRESENT: Jeanne Gallagher, Personnel Analyst I

Jeanne Gallagher presented the Commission's request to revise the specification for the classification Electrical Inspector II as part of the Commission's effort to review all classifications every five years. This classification was last reviewed in October of 1999. There are currently two incumbents assigned to the Department of Development, Division of Building Services.

The definition was revised to more accurately reflect the responsibilities of the incumbents. Revisions to the examples of work were recommended to more accurately reflect the specific duties of Electrical Inspectors II. It was recommended that the guidelines for class use be deleted, as it is no longer applicable. No revisions to the minimum qualifications were recommended. Revisions to the knowledge, skills and abilities were recommended to more accurately define the level of skill necessary for performance of the tasks. No revisions to the probationary period or examination type were recommended.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Request of the Civil Service Commission staff to revise the specification for the classification Database Administrator (Class Code 0572).*

PRESENT: Barbara Crawford, Personnel Analyst II

Barbara Crawford presented the Commission's request to revise the specification for the classification Database Administrator. This classification was created in February 2002 for exclusive use in the Department of Technology. The ongoing consolidation within the Department of Technology necessitates that the Commission be responsive to their needs while continuing to meet established classification principles.

Both the Commission and the Department of Technology recognize that IT professionals may acquire skills and knowledge through a combination of education, professional certification and/or hands-on experience. With this in mind, it was recommended that the minimum qualifications for this classification be revised to include the substitution of an additional two years of enterprise database management for the bachelor's degree.

No additional revisions to this specification were requested.

A motion to approve the request was made, seconded, and passed unanimously.

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RE: *Residency Hearing Reviews.*

No residency hearing reviews were conducted this month.

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RE: *Personnel Actions.*

No personnel actions were submitted this month.

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RE:    *Administrative/Jurisdictional Reviews.*

*Review of the appeal of Sheila Mays regarding her termination from the position of Probation Officer I with the Franklin Country Municipal Court Probation Department – Appeal Number 03-CA-0006*

The Commissioners reviewed the appeal Ms. Mays file on February 28, 2003. The Civil Service Commission hears the appeals of city employees and Columbus Public Schools non-teaching classified personnel only. The Commission has no legal authority and therefore no jurisdiction to hear an appeal from Franklin County Municipal Court Probation Department employees. Based upon the foregoing the Civil Service Commission decided to dismiss Ms. Mays’ appeal without a hearing because it lacks jurisdiction over the appeal.

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Background Administrative Reviews  
Conducted By Theresa Lynn Carter

<u>Name of Applicant</u>	<u>Position Applied For</u>	<u>Applicant #</u>
1. James L. Harris	Police Officer	03-BR-018
2. Charles L. Cook, Jr.	Police Officer	03-BR-024
3. Calvin Read	Police Officer	03-BR-025
4. Brian Cantrell	Firefighter	03-BR-030
5. Timothy R. Morris	Firefighter	03-BR-031

After reviewing the files of James L. Harris and Charles L. Cook, Jr., it was decided that their names would not be reinstated to the police officer eligible list. After reviewing Calvin Read’s file, it was decided that his name would be reinstated to the police officer eligible list. After reviewing the files of Brian Cantrell and Timothy R. Morris it was decided that their names would not be reinstated to the firefighter eligible list.

Background Administrative Reviews  
Conducted By Brenda S. Sobieck

<u>Name of Applicant</u>	<u>Position Applied For</u>	<u>Applicant #</u>
1. Richard A. Gautier, Jr.	Police Officer	03-BR-026
2. Ryan Bonaventura	Firefighter	03-BR-027
3. Richard D. Holen	Firefighter	03-BR-028
4. Christopher D. Werntz	Firefighter	03-BR-029
5. Jack Hageman	Firefighter	03-BR-032
6. Ronald S. Potts	Firefighter	03-BR-033

After reviewing Richard A. Gautier, Jr.’s file it was decided that his name would not be reinstated to the police officer eligible list. After reviewing the files of Ryan Bonaventura, Richard D. Holen and Christopher D. Werntz, it was decided their names would not be reinstated to the firefighter eligible list. After reviewing the files of Jack Hageman and Ronald S. Potts it was decided their names would be reinstated to the firefighter eligible list.

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The Commission adjourned its regular meeting at 10:14 a.m.

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